



Virtual OneStop (VOS) Quick Reference – Individual User

Logging In

If you don't have an account:

- Click the Home page graphic the [Start here](#) link.
- Click [Register > Individual](#).
- Create a unique user name and password.
- Fill in required (*) fields.

If you have an account:

- Enter your user ID and password.
- Click **Sign In** button.
- Click [Forgot Username and/or Password](#) to retrieve a forgotten ID or password.
- Select a desired retrieval option.

Settings and Themes

The settings you select control system appearance and behavior. Click the [Settings](#) link at the bottom of most screens to access the Settings menu. Choose from the following:

Web Theme – For users with average speed Internet/intranet access.

Text Theme – For users who want maximum performance.

Screen Reader Theme – For users who are visually impaired.

Quick Menu

Job Search – Choose this shortcut to find jobs.

Resumé Builder – Choose this shortcut to manage new or existing resumé.

My Resources – Choose this shortcut to access the most commonly used tools for individuals.

My Folders – Access, review and modify your individual plan, search history, and self-assessment profiles.

My Appointments – Choose this shortcut to view your appointment calendar.

Services for Individuals

Career Services – Research occupations, choose a career, and analyze your skills.

Job Seeker Services – Create resumé, cover letters, and job alerts, conduct job searches, research employers, and review job market trends.

Education Services – Locate training providers, the programs they offer, and sources of financial aid.

Labor Market Services – View information about state or local labor markets.

Community Services – Find out about community services available to you and determine your eligibility.

Financial Services – Create and manage a monthly budget, a training budget, and/or a transition budget.

Unemployment Services – View information about unemployment compensation programs and eligibility.

Veteran Services – Find benefits for veterans and their dependents.

Youth Services – Find career and job information for youth. Find information on student aid, apprentice programs, and child labor laws.

Senior Services – Find job, community service, Medicare, AARP, nutrition, health, and well-being information for seniors.

Staff Provided Services – Learn about what services are available to you when you make a visit to your local One-Stop Career Center.

Other Services

Communications Center – View, and manage/delete your messages, and view your appointment calendar and manage appointments that you have recorded in your profile, or have been entered on your behalf.

About this Site – View information about this system.

Assistance Center – Find recommended services based on your needs, quick reference cards for system navigation, a service listing page, and how to contact staff via email.

Upcoming Events – View the events calendar to see upcoming events for individuals (job seekers).



How Do Employers Find You in VOS?

You must complete a resumé. This allows system-registered employers to search for, view, and maintain your resumé as part of their account information in Virtual OneStop. Employers may choose the following resumé search options to find you:

- **Quick Search** – uses multiple-combination criteria such as your desired work location, occupation, and salary; keywords found in your resumé’s title or employment history section; minimal education requirements; or the resumé posting date.
- **Advanced (Resumé Ranking) Search** – offers various search criteria for employers to choose from, such as occupational experience, driver’s license info, and shift availability. Based on whether the employer requires or desires the criteria, the system will display matching resúmes, in ranked order, for the employer to review.
- **Resumé Search by Skills** – employers search for individuals whose job skills match a required job skill set by a pre-determined match ratio (usually 70%, 50%, or 25%).
- **Resumé Search by Job Order Criteria** – employers may find candidates using requirements from one of their job orders, such as desired work location, occupation, salary, and work experience.
- **Resumé Number Search** – employers may access a desired resumé by providing its system-generated ID number.

Note: *To get employers’ attention, create resumé titles that reflect your desired occupation, because employers can, and frequently do, use keyword searches.*

- To create a resumé, click **Resumé Builder** from the Quick Menu.
- To review resumé writing tips, click **Job Seeker Services ▶ 10 Steps**.

Important Things You Can Do in VOS

How to Search for Jobs

- 1 Click **Job Search** from the Quick Menu.
- 2 Select from 5 most recent jobs viewed, if applicable; OR
- 3 Click Area link to select new search area, if applicable.
- 4 Select one of the following search methods:
 - **Quick Search** – select any combination of quick search criteria and click **Search**.
 - **Advanced Search** – select any combination of advanced search criteria and click **Search**.
 - **Job Search by Employer** – Choose an employer search method and click the desired employer name.
 - **Job Search by Skills** – Choose a match ratio (70%, 50%, 25%, or all jobs) and click **Search**.
 - **Job Search by Resumé Criteria** – Choose a resumé to search by its desired salary, occupation, and minimum education level; click **Search**.
 - **Job Number Search** – Enter the desired job order ID number and click **Search**.

How to Manage the Job Search Results

- 1 If multiple pages are displayed, perform one of the following:
 - Click the arrow to navigate one page at a time; OR,
 - Enter desired page number and click **Go**; OR,
 - Select desired records per page and click **Go**.
- 2 Choose the **Summary** or **Detailed** view.
- 3 Click **Hide Potential Duplicate Jobs** checkbox, if applicable.
- 4 Use the legend below the job search table to interpret results.
- 5 Re-sort the job search results by clicking a desired column heading. **For example:** *Click Salary column to sort jobs with the highest paying listed salaries at the top.*
- 6 Click a desired Action column link to view similar jobs, view additional jobs from this employer, to apply for the job, or view job details.



Important Things You Can Do in VOS

How to Make VOS Search for Jobs Automatically (Create Virtual Recruiter – Job Alert)

- 1 Conduct job search (as documented above).
- 2 On search results screen, click **Save search**.
- 3 Type a title for this job alert.
- 4 Select how often to run.
- 5 Select notification method.
- 6 Enter expiration date.
- 7 Click **Save**.

How to Apply for a Job

- 1 From the job search results screen, click the desired job title link
- 2 Review the job order details.
- 3 Click **Apply for this job**.
- 4 *For external jobs*, VOS opens a new browser window; follow website instructions.
- 5 *For internal jobs*, VOS either displays:
 - Preferred application methods (choose one), or
 - A list of one-stop offices. If you completed your background info, click **I intend to meet with staff to review my qualifications** for assistance.

How to Create a Resumé

Overview: You may first complete My Background details. The Resumé Builder will incorporate them so you don't have to re-enter your background information. When using the Resumé Builder, some steps will allow you to update your background information if you change info. Click **Next** between steps to proceed. Click **Skip this Step** if the step doesn't apply to you. When choosing a template, you may preview it first to see the layout and section order.

- 1 Click **Resumé Builder** from the Quick Menu.
- 2 Click **Create New Resumé**.
- 3 Select employer accessibility type and resumé type, and enter a resumé title. (This is Step 1 of the Resumé Wizard).

Note: Resumé types are displayed based on former resumés created. They are:

- **Manual Format** – Uses the Resumé Builder wizard to record data for each resumé section. This requires the most time and effort, but employers are most likely to find this resumé format type.
 - **Copy-and-Paste Format** – Manually transfers text from an existing resumé to save time. This method requires data formatting.
 - **Automated Entry** – Automatically transfers text from an electronic resumé to build background data. This method saves time, but you'll be prompted to complete missing information.
 - **Copy Existing Data** – Only available if you formerly created a manual format resumé. This is the quickest method.
- 4 Click **Next**, then **OK** to confirm your selections.
 - 5 Choose a desired work location (Step 2).
 - 6 Choose your desired occupation (Step 3).
 - 7 Select your desired salary (Step 4).
 - 8 Create your desired work profile. You may create multiple profiles for use with multiple resumés (Step 5).

- 9 Enter Driver's License info (Step 6).
- 10 Select the source data for your resumé (Step 7).
 - Use the 'previously saved resumé option' and then browse your computer to locate it. This allows the system to automatically extract data electronically.
 - Use the Cut-and-Paste option to manually paste resumé info into the text box displayed.
 - Click the **Click Here** link to continue with the Resumé Builder wizard to manually build data.
- 11 Select desired template. The template selected controls the total number of steps required.
 - Click **Next** to use default system template.
 - Click **New Template** or **Save As** to edit system template; enter a template name, modify resumé sections tab, resumé format tab, and section specific format tab, as desired. Click **Save**.
- 12 Click **Next**.
- 13 Enter Education and Training info (Step 8).
- 14 Enter Occupational License and Certificate info (Step 9).
- 15 Enter Employment History info (Step 10); click **NEXT** to update job skills; select whether employers may view your salary history and reason for leaving your former jobs.
- 16 Modify your Job Skills list (Step 11).
- 17 Enter your Ability summary (Step 12).
- 18 Enter your resumé's Objective (Step 13).
- 19 Enter Honors and Activities info (Step 14).
- 20 Enter Additional Information (Step 15).
- 21 Enter/confirm your Contact Info (Step 16).
- 22 Enter your Reference info (Step 17).
- 23 View resumé details. Click **Save Resumé & Return** to finish.



Important Things You Can Do in VOS

How to Check Scheduled Events Sponsored by Your One-Stop Office

- 1 Click **My Resources** ▶ **Upcoming Events**.
- 2 Click to show/hide display filters.
- 3 Select the region, office, and event category (above the Events calendar/list).
- 4 Click the **Filter** button.
- 5 Select the Month, Year, and View.
- 6 Click a calendar date entry to view detailed information on an event.

How to Perform Skills Matching for Career Selection

- 1 Click **Career Services** ▶ **Career Explorer**.
- 2 Click **Match Your Skills** to compile a list of job skills and personal skills to find occupations best suited for you.
- 3 Click **Match Your Interests and Work Values** (if applicable) to find suitable occupations.
- 4 Click **Match Your Occupation** to choose a new, related career.

How to Locate Source of Financial Aid

- 1 Click **Education Services** ▶ **Financial Aid for Training**.
- 2 Click a desired link to access details.

How to Update My Contact Information

- 1 Click My Folders ▶ **Personal Profile**.
- 2 Change any information in your profile (except your user name) and click **Save Information**.

How to Provide Job Application Information to Assist Staff

- 1 Click My Folders ▶ **My Individual Plan** ▶ **Employment Plan Profile** ▶ **Job Applications** tab.
- 2 Click the **Details** link for the jobs you applied for.
- 3 Record your interest level, current job status, and any notes if applicable.
- 4 Click **Save**.

How to Find Free, Online Training Opportunities

- 1 Click **Education Services** ▶ **Online Learning Resources**.
- 2 Click a desired link to access details.

How To View an LMI Occupation Profile

- 1 Click **Labor Market Services** ▶ **Occupation Profile**.
- 2 Select an Occupation using one of the six Occupation tabs.

The Occupation Summary tab displays (with a default of *Tables and Text* for **Display Options**, and with *Candidates and Employers/Employment* data emphasized in the defaults for **Data Categories**).

- 3 To include maps or graphs in the display:
 - Click the [Show Display Options](#) link.
 - Click the **Graphs and/or Maps** check boxes
 - Click the **Set Display Mode** button.
The screen will refresh to include graphs and maps where data categories support this.
(**Note:** *the first time this feature is used, the screen will prompt you to load Silverlight™*).
- 4 To include more or other categories in the display:
 - Click the [Show Data Categories](#) link.
 - Click the check boxes for each of the data categories you want to have displayed.
 - Click the **Set Data Categories** button.
The screen will refresh to include all the data categories checked (displayed in the checked Display Modes).



Using Your Profiles

Personal Profile – Contains your contact and system registration information, your background info, your activities “to do” list, and your personal notes. Contains the following folders:

- **General Information** – Contains information required for account set-up, contact information, and account information.
- **Background** – Lists your job history, education, skills, and other information used in resumés. Click the **Start the Background Wizard** button to record details for your resumé or online application.
- **Activities** – Contains questions directing you to activities that will assist you in your job search.
- **Memo** – Stores notes or tasks you want to accomplish.

Employment Plan Profile – Contains your resumé, employer letters, job application details, your online application, and job alerts. Contains the following folders:

- **Resumés** – Contains the resumés you have created and allows you to create new ones.
- **Correspondence** – Contains any employer letters you have created. Allows you to create new cover, follow-up, and acceptance letters.
- **Job Applications** – Contains a list of jobs you’ve applied for, and allows you to assist staff by indicating your interest level, your current job status, and any notes related to the job opening.
- **Online Application** – Contains an employment application based on your background information.
- **Virtual Recruiter** – Contains the job search agents you have created so the system may automatically conduct job searches on your behalf.

Search History Profile – Maintains previously viewed information, such as job orders, employer company information, training and educational programs, as well as occupation, industry, and area profile details. Contains the following folders:

- **Viewed Jobs** – Maintains details from both internal and external job orders you previously viewed; permits new job searches.
- **Employers** – Allows you to research, store, and retrieve information about employers of interest.
- **Programs** – Lists training and educational programs you previously viewed using Education Services ▶ Training and Education Programs; permits new searches.
- **Occupations** – Lists occupation details you previously viewed using Labor Market Services ▶ Occupation Profile; permits new searches.
- **Industries** – Lists industry details you previously viewed using Labor Market Services ▶ Industry Profile; permits new searches.
- **Areas** – Lists area profile information you previously viewed using Labor Market Services ▶ Area Profile; permits new searches.

Self Assessment Profile – Contains your job skills, personal skills, work interests, and work values. Contains the following folders:

- **Job Skills** – Lists the job skills you previously recorded by completing the Background Wizard, completing a resumé, or using Career Services ▶ Career Explorer ▶ Match Your Skills ▶ Your Job Skills; permits job skill modification and occupation matching.
- **Personal Skills** – Lists the personal skills you previously recorded using Career Services ▶ Career Explorer ▶ Match Your Skills ▶ Your Personal Skills; permits personal skill modification and occupation matching.
- **Interests** – Lists the work interests you previously recorded using Career Services ▶ Career Explorer ▶ Match Your Interests and Work Values ▶ Your Interests; permits interest modification and occupation matching.
- **Work Values** – Lists the work importance you previously recorded using Career Services ▶ Career Explorer ▶ Match Your Interests and Work Values ▶ What’s Important; permits work importance modification and occupation matching.